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DEPARTMENT OF CORRECTION
INDIANA STATE PRISON
VISITING RULES
March 1, 2015

Visitation with offenders committed to the Indiana Department of Correction is a privilege. Visitation may be restricted, denied or suspended if an offender and/or visitor does not follow the Department's visitation rules.

The following are the rules that a visitor must follow in order to be allowed to visit with an offender:

1. **VISITORS LIST:** In order to visit an offender, the visitor must be on the offender's visitors' list. The offender has been given information on how to put someone on his/her visitors list. If you are uncertain as to whether you are on the offender's visitors' list, please contact the offender you wish to visit. Do not call the facility for this information; it cannot be given over the phone. The offender is authorized twelve (12) persons on his visiting list not including Attorneys, Clergy, Government Officials and representatives of law enforcement, which shall schedule visitation through the ISP administration as needed.
2. **LIABILITY:** Visitors enter Department facilities and the visiting areas at their own risk. The Department of Correction will assume no liability for any injuries or damage or loss of property as a result of a person entering a visiting area or any other area within a facility.
3. **SEARCHES:** All visitors entering a Department of Correction facility shall be minimally subject to a frisk search by staff which shall include the breast and groin area being physically searched. With the visitor's consent, this search may be conducted by staff of either gender. Additionally, visitors entering visiting areas shall be subject to additional searches using metal detectors and ion scanning equipment. Specially-trained search dogs (K-9s) may be used as a part of the search process both prior to a visitor entering the visiting area and in the actual visiting room during visits. Any person refusing to be searched at any time shall not be permitted to enter the facility and the visit will be cancelled. If contraband or prohibited property is found on the visitor or in the visitor's property, the visit will immediately be cancelled and a suspension or termination of visiting privileges may be imposed state wide. If a visitor does not wish to be searched either by hand or by using other means, the visitor should not attempt to enter a Department of Correction facility.
4. **REGISTRATION:** Visitors must register with staff prior to entering the visiting area. Visitors will be required to sign the entry log and be approved for the visit before they will be allowed to enter the visiting area.
5. **IDENTIFICATION:** All visitors who are 16 years old or more shall be required to show picture identification. All visitors must present valid identification each time they visit. The only forms of identification accepted by the DOC are:
 - a valid driver's license from the state of residence
 - a valid state photo identification card from the state of residence
 - a valid photo military identification card (active duty only)
 - a valid passport

6. **CHILDREN:** Visitors under the age of 18 years of age must be accompanied by their parent or legal guardian at all times while on facility grounds. Children shall not be left alone at any time while on facility grounds. Parents or legal guardians shall be responsible for the behavior of their children and a visit may be ended if the children become disruptive.
7. **DRESS STANDARDS:** Visitors shall wear clothing that poses no threat to the security, custody or maintenance of order at the facility. The following standards are to be met:
 - Undergarments must be worn at all times.
 - Shoes must be worn, except for infants who are carried.
 - Tight fitting, such as stirrup, lycra pants, or leggings, shall not be worn.
 - Dresses, skirts, or shorts must be no shorter than two (2) inches above the knee and not have deep slits.
 - Halter or tank tops, tube tops, sheer, see-through, or low-cut clothing is not permitted.
 - All visitors must wear a shirt/**blouse** with sleeves.
 - No jewelry, except a wedding band or set, may be worn in the visitation area.
 - Hats or other head coverings are not permitted, except as required by religious beliefs.
 - Heavy winter coats are **NOT** allowed in visiting room; however, suit coats, sport coats, nylon windbreakers (without hoods) and sweaters **ARE** allowed in the visiting area.
 - No “hoodies” or sweat shirts with a hood will be permitted in the visiting area.
 - No sandals or flip flops will be authorized in the visiting area.
 - No personal wheelchairs will be allowed beyond the Information Desk. The facility will supply a wheelchair during the visit.
 - Wheelchair-bound visitors shall be accompanied by another individual if they are not able to transfer themselves to a wheelchair supplied by the facility.
8. **ITEMS NOT PERMITTED:** Visitors shall not be permitted to possess or carry the following items into the visiting area: Firearms, weapons, knives, ammunition, narcotics, medication (unless the medication is life-saving or life-sustaining, such as nitroglycerin pills, oxygen bottles, bee sting kits, inhalers, etc), controlled substances, alcoholic beverages, marijuana, tobacco and tobacco related items, cameras, video and audio recording equipment and electronic devices, including, but not limited to: cameras, cellular telephones, pagers, blackberries, radios, tape recorders, etc. Visitors may not carry anything into the visiting area except one (1) clear, plastic baby bottle and/or pacifier and one (1) diaper. **If life-saving or life-sustaining medication is brought to the facility, the visitor must advise the staff at the visiting desk that they are carrying such medications.**
9. **MONEY:** Each adult visitor shall be permitted to bring up to \$ 20.00 (coins only) into the visiting area to be used to purchase items from vending machines. Visitors shall not give any money to an offender. Giving money to an offender shall be considered trafficking and shall cause the visit to be stopped and the visitor restricted from visiting the offender in the future.
10. **EX-OFFENDERS:** Visitors shall be asked whether they are or have been committed to the Department of Correction. Visitors who are on parole, probation or under the supervision of a court shall not be permitted to visit an offender without the prior approval of the Superintendent of the facility and the supervising Parole Agent, Probation Officer, or Court Officer. Ex-offenders shall not be permitted to visit offenders without the prior written approval of the facility head. Ex-offenders shall be approved or denied for visitation on a case-by-case basis.
11. **DEPARTMENT OF CORRECTION EMPLOYEES:** Visitors shall be asked whether they are current or past employees of the Department of Correction. Current employees of the Department of Correction must have the prior approval of their agency head (Superintendent, Parole District Supervisor, etc.) and the Superintendent where they intend to visit before visiting with any offender. Previous employees of the Department must have left the Department at least one (1) year prior to the visit. Previous employees who have been terminated from their employment with the Department or who resigned prior to being terminated

or while under investigation for violating a Department procedure shall not be permitted to visit any offenders.

12. **CONTACT BETWEEN OFFENDERS AND VISITORS:** Offenders who have “contact” visits may embrace (hug) and kiss at the beginning and at the end of the visit. During the visit, the only contact permitted is holding hands. Small children may be permitted to sit on the lap of the visitor or offender. Any improper contact between an offender and visitor shall be grounds for stopping the visit immediately and possible restrictions on the visitor’s ability to visit the offender. Some offenders are restricted to “non-contact” visits. In these cases, there shall be no physical contact (touching) between the offender and the visitors.
13. **SEX OFFENDER VISITATION:** Offenders who have been convicted of sex crimes involving persons under the age of 18 years old may be denied visitation with any persons under the age of 18 years old. In these cases, the offender shall be made aware of this restriction and may appeal the decision to deny these visits. Visitors should be aware of this restriction before attempting to bring persons under the age of 18 years old to visit.
14. **TRAFFICKING:** The giving or receiving of any item(s) to/from an offender without the prior approval of staff shall be considered trafficking. Visitors caught trafficking with offenders shall be subject to arrest and criminal prosecution and the permanent denial of visits with any offender under the jurisdiction of the Department of Correction. The only exception to this rule is that a visitor may purchase soft drinks or snacks from the vending machines in the visiting area and share them with the offender. The offender shall not be permitted to take anything out of the visiting area when the visit is finished.
15. **VISITING HOURS:** All visits will be for a maximum of four (4) hours M-F, two (2) hours on weekends and holidays, time permitting, unless a special visit has been approved in advance granting additional time. “D” Cell House visits are one (1) hour long. Visits for offenders with Disciplinary Restricted Housing and/or Non-Contact status will be a maximum length of ½ hour.
 - **FREQUENCY:** Approved visitors may visit once every 14 days. Offenders housed in honor shelters and X-Row may receive visits every seven (7) days. Visits for offenders on Non-Contact status and Disciplinary Restricted Housing must be arranged by the offender one week prior to the visit. Visits must be limited to three (3) people, two (2) if the offender is in Restricted (Segregation) or Non-Contact status.
 - **ATTORNEY VISITS:** 8:00am – 4:00pm, daily. Reservations must be made prior to weekend visits, by the Thursday before the visit.
 - **GENERAL POPULATION:** 11:00am – 5:15pm, Monday-Friday with sign-in by 4:15pm. Weekends and holidays, 7:00am-3:00pm, with sign-in by 1:15pm.
 - **ADMINISTRATIVE RESTRICTED HOUSING:** 7:00am – 10:30am, Monday-Friday with sign-in by 9:15am. Weekends and holidays, 3:30pm to 5:15pm, with sign-in by 4:15pm.
 - **ADMINISTRATIVE NON-CONTACT:** 8:00am – 4:00pm, Monday-Friday only, excluding holidays, with sign-in by 3:00pm.
 - **DISCIPLINARY RESTRICTED HOUSING:** 8:00am-1:00pm, Monday-Friday only, excluding holidays.
 - **X-ROW and PROTECTIVE CUSTODY:** 7:00am – 3:30pm, daily.

You may check the visiting hours at the Department of Correction’s Internet site (www.in.gov/idoc.)

16. **PUBLIC TRANSPORTATION:** Some Department of Correction facilities have public transportation available to the facility. Information is provided at the facility to the offender population if public transportation is available. There may be a cost for the use of this transportation and the Department of Correction does not endorse or claim any liability for the use of the transportation provider. Please contact the offender that you wish to visit to obtain specific information regarding any types of transportation that may be available to the facility where the offender is housed. Public transportation includes South Shore Interurban Line, Tri-State Coach Service, municipal bus and taxi service.
17. **DIRECTIONS:** The prison is located in Michigan City, Indiana. Using US 20 and US 421 (Franklin St) as a starting point, travel west on US 20 to the second traffic light (Hitchcock Rd). Turn right (north) and go to the third stop sign, you will notice the prison on the left and the parking lot on the right. You may check the internet site for the Indiana Department of Correction (www.in.gov/idoc) and find the directions under the name of the facility you wish to visit.
18. **TERMINATION OF VISITS:** The Superintendent of the facility or staff designated by the Superintendent may terminate a visit at any time if they believe that ending the visit is in the best interests of the safety and security of the facility or the persons involved. The visit will be terminated if it is interrupted by someone (either offender or visitor) leaving to use the restroom/bathroom.
19. **SUSPENSION OF VISITING PRIVILEGES:** The Superintendent of the facility may temporarily or permanently suspend a person's visiting privileges for violation of these rules, violation of Department of Correction or facility procedures, or if it is in the best interests of the safety and security of the facility or persons involved. In cases where a suspension is for 60 days or more, the visitor shall not be permitted to visit any offender or Department facility until the suspension has been lifted. Visitors shall be notified in writing of any suspension of visiting privileges and shall be permitted to appeal the suspension to the appropriate Executive Director of Adult Facilities.

APPROVED:

Signature on File

3/01/2015

DATE: _____

**SUPERINTENDENT
INDIANA STATE PRISON**

REVIEWED OR REVISED:

DATE: _____

DATE: _____

DATE: _____